

Program Advisory Committee Meeting Minutes

April 9, 2019

Present: Roger Warner

Facilitator: both

Note taker: Erin Yanke

Introductions

Meeting Guidelines

Staff Reports

Board Report

General:

- **3rd Programmers Survey**
- **Dan Schramek**
 - Unfortunately, I will not be attending the PAC meetings for a while as I have been assigned to help with getting the Development Committee going with Allison (along with my ongoing work with the board and the Finance Committee). I hope to get back involved with the PAC in the future

Staff Reports

Lisa

Jenna

- Documentation
 - Documenting my job duties for desk manual
 - Assembling an updated program schedule
- Changes to AM-PA program schedule
 - Film at 11 - airs at 10:30 am Friday. Hosts D.K Holm and Mona Bowen
 - Move the health based programming from Mons at 11 to Fridays at 10
 - Mondays 11-12p - indigenous programming hour. This is currently syndicated programming. There is a potential KBOO program going to take this spot.
 - Radio Geekly retired last Friday after 3 years
 - Wednesdays (weeks 2,3, 5) at 9-10a are now "Radiozine" hours that I use to interview local orgs if I have a mentee who can use the interview practice. I also use it for special programming
 - (Roger says "once the drive is over, put on the website you're having a monthly new time, and you are looking for people that want to learn how to do interviews, maybe you'll find people that way, or on air promos.)
 - Roger also LOVES this idea
- May 3 is being dedicated to Asian and Pacific-Islander American programming for AAPI Heritage Month. Marti is helping me find stuff in the archive. Talking to AAPI identified programmers to see who is interested in participating

- Listener feedback
 - Flashpoints has been getting some calls from listeners who wish we had it on more often. On the other side, we have had calls from people who like the new programming (Heather McCoy Show).
- Membership Drive
 - Going ok
 - Yay help from volunteers with editing!
 - Still got one hour of programming to fill for News and PA day
 - (Erin Note - just got the audio from Challenging the Both Sides Narrative: Difference Between Fascist & Antifa Movements in the Trump Era with Dr. Stanislav Vysotsky - maybe we'll use that)
 - Thurs, April 18 9-12p - Presswatch Day! Theresa has shirts.
- Other
 - Carlton took the books out of my office. Yay again!

Erin

- Membership Drive
 - Host meetings for preparation
 - Going okay so far
 - News and PA day on Friday
 - Bluegrass Marathon on Saturday
- New Programming
 - Seth quit his 12am-3am every other week show, taken over by Betty who was co-hosting the show that it alternates with
 - Colin quit his 3-6am every other week show, will open it for proposals, Liam may fill in for a month so we have time to find a sub
 - Bren Boy takes 2nd Saturday 10pm-midnight
 - Marvin takes 3rd Saturday 10pm - midnight
- New Hire - Chief Engineer was hired, going through the back ground check, will be announced on Friday.
- Interns for the spring
 - Jefferson High - 1
 - David Douglas High - 3
- Work on the Spanish Language Version of the website
 - Jenka's had meetings with the spanish language programmers for help translating
- Field Trips
 - International school of Beaverton - 30 kids
 - Cottonwood school south waterfront - 16 kids
- Upcoming
 - April 19th - Teaching interviewing at Jefferson High as part of an oral history project with Vanport Mosaic
 - April 20th 3-7pm - Tom Hood retirement party

- April 27th - Editathon - come down and help us add metadata to the artifacts in our archive

Board Report - No Board Report

General:

- Work on the Third Programmer survey - Listeners
 - How do you communicate with your listeners
 - What is the reason you do your show
 - How do listeners know that is the reason you do your show
 - Do you do regular social media posts
 - How can you be supported to do more social media and promotion work

Roger - add what kinds of social media they use

Instagram, twitter, facebook

- Do you have regular intro or outro for your show?
- What would it look like for KBOO to help you?

Roger - nice to be able to give paper announcement in the air room so all programmers can see it

Erin - we actually have the surveys on paper in the air room, so all programmers can see it

Roger - put a note if you can think of other questions, bring to the PAC.

PAC will go over all of the surveys in the July meeting and put together a report that we hope to have done by the Fall.

Other:

Roger - Pitching sounds good so far, liked Matt pitching for noontime jamboree, and then hosting the next show. Good camaraderie.

MEETING May 14, 2019 6pm

Roger - please report on the drive at the next meeting

Adjourned: 6:40

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, AM News and Public Affairs Director, and/or the PM News and Public Affairs Director (called Program Staff for the rest of this document) can take these actions: 1. develop new programming 2. fill attrition slots: in cases of no format change, no consultation with the Program Advisory Committee (PAC) is required 3. fill attrition slots: if there is a format

change, Program Staff should seek advice and recommendations from the PAC 4. change existing programming, after seeking advice and recommendations of the PAC 5. develop overall standards for broadcast and podcast 6. shape yearly goals for programming 7. revise programmer rights and responsibilities document as needed 8. suspend programmers for not fulfilling on-air responsibilities laid out in the Programmer Contract 9. any other items listed in the current job descriptions.

B. The Program Staff works through the PAC to: 1. provide active leadership of the PAC 2. shape yearly goals for PAC 3. ascertain community needs in a pro-active and mission-driven way on a regular basis 4. evaluate broadcast and podcast programming quality on a regular basis 5. report all programming changes to the PAC

C. PAC is responsible for: 1. assisting Program Staff in shaping all policy items listed in Section B above 2. working with the Program Staff to solicit input from community 3. working with the Program Staff to meet yearly PAC goals 4. serving as the Community Advisory Board to ascertain community needs 5. serving as a work group to assist Program Staff in all areas as needed Policy #6 Proposed Revision 2

D. Committee makeup: 1. Committee is self appointed (any KBOO Foundation member who attends three meetings in a row and who agrees to fulfill responsibilities can become a voting member). 2. The board has the option to appoint a maximum of five (5) individuals from underrepresented groups at any time. The appointees will have immediate voting rights. 3. . The Program Staff, as well as at least one (1) and no more than two (2) members of the board, shall all be voting members of the committee. 4. The committee is open to new membership any time. 5. Any member who misses three (3) meetings in a row, or consistently does not fulfill PAC responsibilities, shall be removed as a voting member, per KBOO Bylaws Article VIII, Section 5. 6. Members appointed by the board under Sections D. 2. and D. 3. above will be reappointed by the board annually. *The "Program Advisory Committee" or "PAC" is the commonly used name of the "Program Committee" referenced in KBOO Bylaws Article XIII, Section 4a.

Approved by the Board 5/14/84 As Amended 10/85 As amended by the Board of Directors
1/23/07